

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, Georgia		2. POSITION NUMBER 62348	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
		b. Title		c. Service	d. Series
Official Allocation		Equal Employment Manager		GS	0260
4. SUPERVISOR'S RECOMMENDATION		Equal Employment Manager		GS	0260
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE N. Helim-Chestnut		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e. Civil Rights Section <i>Office of Civil Rights</i>		
b. Region 4			f.		
c. Office of Policy and Management			g.		
d.			h. Organizational Code TOA A0000		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input checked="" type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Wanda L. Johnson, Actg Assistant Regional Administrator			d. Typed Name and Title of Second-Level Supervisor J. I. Palmer, Regional Administrator		
b. Signature <i>[Signature]</i>		c. Date 10/29/08		e. Signature <i>[Signature]</i>	
				f. Date NOV 12 2008	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
				c. Functional Code 00	
d. Bargaining Unit Code 8888		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature Jena W m4hair	
				g. Date 11/12/08	
11. REMARKS <u>STATEMENT OF DIFFERENCE:</u> Pen & ink change made to Org. name/code due to reorg; Effective 10/29/12					

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION

2. POSITION NUMBER

CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

65-260, 201
data 11/80

b. Title

c. Service

d. Series

e. Grade

f. CLC

Official
Allocation

EEO Manager

GS

260

14

400

4. SUPERVISOR'S
RECOMMENDATION

EQUAL EMPLOYMENT MANAGER

GS

0260

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

b. REGION 4

c. OFFICE OF POLICY AND MANAGEMENT

d. OFFICE OF CIVIL RIGHTS

h. EPAYS Organization Code
90422000

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
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- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
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- ☐ [N] None of the above applies. This is a non-supervisory/non-managerial position.

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a. Typed Name and Title of Immediate Supervisor
RUSSELL L. WRIGHT, JR.
ARA FOR POLICY AND MANAGEMENT

d. Typed Name and Title of Second-Level Supervisor
J. I. PALMER, JR.
REGIONAL ADMINISTRATOR

b. Signature

c. Date

e. Signature

f. Date

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. Fair Labor Standards Act
☐ Nonexempt ☒ Exempt

c. Functional Code 00

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e. Check, if applicable:

- ☐ Medical Monitoring Required
☐ Extramural Resources Management Duties (% of time)
☐ This position is subject to random drug testing

f. Signature

g. Date

11. REMARKS

Karen J. Jones

11/14/05

Introduction

This position is located in the Office of Civil Rights, Office of Policy and Management. The Office of Civil Rights has responsibility for Region 4's internal and external equal opportunity and civil rights programs and policies, the Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), Small and Disadvantaged Business Utilization (SBDU), Service to Veteran-Owned Business, Senior Employee Environmental (SEE) and the Alternative Dispute Resolution programs. The incumbent serves as the principal advisor to the Assistant Regional Administrator, and has responsibility for the planning, development, implementation, and coordination of these programs.

Major Duties and Responsibilities

Serves as the Regional EEO Manager responsible for providing leadership and direction in the formulation, execution and management of policies governing the administration of EEO and related programs. Exercises sound judgment and a high degree of independence and initiative to plan, organize, direct, review and evaluate a positive management oriented equal employment opportunity program.

Actively participates in operational and contingency planning with top level management to ensure affirmative employment programs are effectively integrated with mission goals and objectives and that affirmative employment goals are considered in decision-making processes. Provides analysis of employment trends and conditions to assess program effectiveness and determine need for changes in policies. Assures that reports and studies are available to adequately evaluate the program and provide a firm basis for future planning.

Plans and formulates short and long range plans and programs to develop and implement equal opportunity programs, policies and systems to meet the objectives established in the Region 4 Human Capital Strategy, address systemic barriers to achieving our goals and ensure Region 4 manages human capital effectively. Work includes analysis of systemic problems and issues and developing alternatives and recommendations to resolve equal employment and diversity issues that may be barriers to achieving our diversity and human capital goals and increasing the awareness throughout the workforce of the rules, procedures, intent, and spirit of the Agency's EEO program.

Provides guidance and direction to staff and collateral duty special emphasis program managers for the Federal Women's, Asian/Pacific Islander, Native American, Hispanic Employment, Black Employment, People with Disabilities; Sexual Orientation; and Older Workers' Programs.

Performs personnel management functions such as assignment and review of work; approval of leave; identification of training needs and evaluation; recommendation of incentives such as promotions, performance, and honorary awards; initiation of disciplinary actions as required; initiation of personnel actions for new appointments, promotions, reassignments, and details or temporary assignments within the Office to facilitate shifting workloads or program emphasis; and keeping employees apprized of management and personnel policies. Interviews candidates for positions and makes selections. Hears and resolves complaints from employees. Establishes performance standards and reviews and evaluates performance of individual staff in achieving the program objectives, goals and ensuring consistency with Agency and regional policies.

Administers and monitors the Senior Environmental Employment Program (SEEP) for the Region. Develops operating procedures and instructions. Provides oversight and guidance for the SEEP coordinators and task monitors. Collaborates with the National Program Manager to achieve program goals and objectives.

Manages the Minority Business Enterprise/Women's Business Enterprise, Small and Disadvantaged Business Utilization (SBDU), and Service to Veteran-Owned Business programs. Plans, develops and administers overall strategies and initiatives necessary to meet program objectives. Provides regional oversight to ensure compliance with policies and guidance, and makes recommendations to enhance participation in and utilization of these programs.

Performs other duties as assigned.

FACTOR 1 Knowledge Required by the Position FL 1-8 1550 PTS

Mastery of the concepts, principles, methods, laws, executive orders, regulatory and policies governing Federal EEO, including relevant judicial and administrative decisions, sufficient to plan, organize, direct, and evaluate the Region's equal employment opportunity program and ensure equal opportunity regardless of race, religion, color, age, national origin, sex and physical or mental handicap.

Mastery level knowledge of laws, regulations, court decisions and issues related to the Federal EEO program and other complaints and appeals programs in order to deal effectively and innovatively with EEO problems and to prepare and present recommendations for immediate and long-term solutions to complex individual or systemic problems.

Knowledge and skill in the application of analytical techniques to solve complex and unstructured management problems, i.e. evaluate program goals and objectives and make periodic adjustments to improve functions and products. Expertise in exercising judgment to sort out the most important problems and to frame feasible options. Determine methods and plans to be used for the most effective and efficient accomplishment of program goals and objectives.

In-depth knowledge of Federal Personnel principles, concepts, laws, regulations, policies and procedures and the interrelationship with EEO programs to identify systemic problems and barriers to equal opportunity.

Comprehensive knowledge of the agency mission, organization, policies, occupations, and work force composition by occupations, grade levels, race, sex, and other relevant characteristics, to identify the need for action, determine effective causes of actions, and develop workable solutions.

Comprehensive knowledge of Minority Business Enterprise/Women's Business Enterprise, Small Business Development Utilization, and Service to Disabled Veteran's program requirements sufficient to plan, develop and administer strategies and initiatives necessary to meet program objectives.

Ability to analyze and interpret complex regulations, policies, judicial and administrative decisions to develop regional policies, guidelines and procedures.

Knowledge of and skill in negotiation, conciliation, oral and written communication to resolve controversial issues and negotiate policy decisions with program managers.

Ability to manage: to oversee the EPA, directing changes or corrective action and recommending decisions on significant, controversial issues; to make the most effective use of resources to achieve program objectives; to determine the training needs of full-time/collateral-duty personnel and to effect that training.

FACTOR 2 Supervisory Controls FL 2-5 650 PTS

Works under the administrative direction of the Assistant Regional Administrator of the Office of Policy & Management, who establishes broad goals and objectives. The incumbent exercises sound judgment and a high degree of independence and initiative to plan, organize, direct, review and evaluate the programs administered by the Office of Civil Rights. The incumbent is delegated responsibility and authority to make independent decisions, commitments, and agreements with regard to these programs and ensure mission objectives are appropriately addressed. Completed work is evaluated on the fulfillment of program objectives and recommendations made by the incumbent are usually accepted as technically authoritative and usually without significant changes.

FACTOR 3 Guidelines FL 3-5 650 PTS

Guidelines include laws, regulations, statutes, policies, EPA directives and court decisions related to federal personnel management, EEO, EPA financial, grants and contracts management. Guidelines generally state broad objectives, suggest methods of achieving objectives, and provide some limits on what kinds of action may be taken. The incumbent uses seasoned judgment in interpreting basic legislation, broad court decisions, government-wide policies to determine appropriate action or formulate operating policies, taking into consideration the impact such policies have on the Region.

FACTOR 4 Complexity FL 4-5 325 PTS

Responsibilities involve advising organizational decision-makers on resolution of complex problems, necessary changes to management policies and practices, and development of affirmative employment plans and programs. Interprets varied, complex situation and issues in the context of the requirements of laws, regulations, policies, court and administrative decisions. Develops policy guidance, short and long-range program goals, instructions, letters, and special reports. Decisions regarding what must be done and arrived at through continuing evaluation and analysis of program operations, changes in program emphasis and direction; changing conditions in the organization to include changing levels of program resources, and the decisions potential impact on Region 4 personnel management and equal employment opportunity programs. Work requires a high degree of judgment in settling program priorities, recommending changes in program direction and recommending actions to correct problem situations. Incumbent's actions may create or change Region 4 policy and establish criteria for resolving similar problems in the future. The incumbent is responsible for the design and operation of the policies, plans and programs, including: detailed program planning, resource proposal and allocation; training and oversight of full-time and collateral-duty personnel; program evaluation and adjustment; and integration of the policies, plans and programs with several related EPA programs (e.g. personnel and legal).

FACTOR 5 Scope and Effect FL 5-5 325 PTS

Incumbent is the primary official assigned to manage the Office of Civil Rights with responsibility for planning, development, implementation, monitoring and evaluation of the Regional EEO, MBE/WBE and SEEP programs. The incumbent provides advisory and consultant services on difficult problems to all organizational and management levels throughout the Region; sets short-term and long-term program goals, and develops substantive information for use by the Regional Administrator/Assistant Regional Administrator on a wide variety of problems and issues. The program operates to identify and eliminate barriers, which cause systematic discrimination; and faster innovative plans and strategies that will result in positive changes. The work efforts contribute toward the overall adequacy and effectiveness of Region 4's Equal Employment Opportunity Program, MBE/WBE and SEEP programs. These programs have significant potential impact on current and future employees, as well as, the public and private sectors.

FACTOR 6 Personal Contacts FL 6-3 60 PTS

Personal contacts are with Regional Administrator/ Assistant Regional Administrator, Division and Office managers and EEO staff members. Liaison is with representatives from EPA Headquarters, the Office of Personnel Management, and the EEO Commission. The atmosphere under which these contacts must take place is often charged due to the sensitivity of issues, problems and solutions discussed.

FACTOR 7 Purpose of Contacts FL 7-4 220 PTS

The purpose of contacts is to (1) provide advisory and consultant services to employees, managers and supervisors on difficult EEO problems and leads all other complex issues resulting from program planning, development, implementation, and evaluation; (2) coordinate program plans and proposals. Contacts outside of EPA are to: (1) resolve conflicts in interpretation of external EEO policies for proper adaptation to Region 4 organization structure and management philosophy; (2) exchange information on program activities of mutual concern; (3) attend conferences and participate in workshops and seminars as a resource person or presenter; (4) develop recruiting sources; (5) negotiate agreements; and (6) promote understanding and interest in OCR programs and activities.

FACTOR 8 Physical Demands FL 8-1, 5PTS

The work is sedentary. No special physical demands are involved in performing the work.

FACTOR 9 Work Environment FL 9-1, 5 PTS

Work is generally performed in offices or conference rooms that are adequately lighted, heated, and ventilated.

Total Points: 3790

GS-14 Point Range: 3605-4050

